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FEASIBILITY STUDY

ON

FILM CHANGE OUT CONTROL

Part I

The Present System

Project 99113-5

Programming Branch/IPD

25X1

GROUP 1
Excluded from automatic
downgrading and
declassification

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If a mission to be processed is of the KH type and the mission breakdown cable ^{SEE SAMPLE 10} arrives at least two hours prior to the film, much of the paper work can be done in advance and therefore speed up the entire operation by as much as an hour. This paper work includes allotting the proper number of film control numbers on the mission data sheets, preparing the mission film record, preparing the gummed labels with the film control number, and partially preparing the charge out slips and control cards for the film to be sent to PAG, TID, and the Photo Lab. Even though these steps are normally performed prior to the arrival of the film, they are included here in order to show the reader what the procedure would be if the cable did not arrive in time.

When the film arrives at NPIC, it is unpacked, checked, NPIC copies removed and sent to the film library, and the remaining copies distributed to other intelligence agencies in the D. C. area. This work is performed by the Liaison Staff on the small missions and by the Liaison Staff and any available film library personnel on the large missions.

When the NPIC copies arrive in the film library, each can of film is removed from its shipping container, checked against the manifest, and logged in on a mission data sheet (Sample 1) on which 20 consecutive film control numbers have been previously stamped. As each can of Copy 1 is logged in, gummed labels are stamped with the appropriate film control number and attached to the reel and to the lid of the can. The remaining

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copies of the mission do not have to be logged in on the mission data sheets but must be checked against the manifest and have the gummed labels attached.

As soon as the first mission data sheet is complete, it is passed on to the film accessions specialist who uses it as a guide in preparing the mission film record (Sample 2). The original mission data record is then placed in a binder and is used by film library personnel as reference material. As soon as the mission film record is complete, it is sent to one of the film control clerks who will prepare the master control cards for the film control file.

When the film control clerk is finished with the mission film record, she sends it to the film library clerks who will determine the film control numbers for the film that is to be sent to PAC, TID and PSD. Once the film control numbers have been determined, the mission film record is sent to the secretary who will prepare Xerox copies for distribution to each division within NPIC.

Once the film control clerks have sent the mission film record on its way, they select out the necessary film and send it to the appropriate components.

The IPD copy of the mission film record, when received, is used as a guide by the keypunch operators in preparing the new additions to be put in the mission number/control number cross reference file.

If the mission breakdown cable arrives in time to allow film library personnel to do the required paper work, the time lapse from the receipt

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of the film until it is in the hands of the PI is about two hours. If the mission breakdown cable does not arrive in time, the time lapse is about three hours.

The following pages show the various tasks that are performed by the film library personnel, the time required for each task, and how many of the tasks are performed concurrently.

The times indicated on the following pages are for KH-4 missions. The time required to perform the same task on a KH-7 mission is about half of that required on a KH-4 mission.

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Less than one per cent of all requests are rejected because they are invalid. An invalid request is one where the requester has asked for a non-existent mission or control number.

Approximately ten per cent of all requests are rejected because the film requested is currently out on loan^N. The requester may require that Film Library personnel recall the film for him if he has a high priority job to do.

At the present time there are two teletypes in the film library that are connected to two other teletypes in IAD and PAG. These units were installed to permit the two divisions to submit their requests for film directly to the film library. The teletype in IAD is used occasionally and accounts for approximately 11 per cent of all requests handled by the film library. The teletype in PAG is not used at all because many of the PI's are not familiar with the operation of a teletype and since the message must be in a specified format, they would rather submit their requests by phone. (NOTE: IAD has one person assigned as a teletype operator; PAG does not.)

The figures shown below indicate the number of requests received and the number of cans of film charged out during the period April - September 1965.

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<u>Month</u>	<u>Requests</u>	<u>Cans of Film</u>
April	3380	16,143
May	3415	12,556
June	3652	17,158
July	4452	14,089
August	4689	13,704
September	2822	15,000

The figures average out to 3735 requests per month for 14,775 cans of film. The requests are broken down as follows:

<u>Percent of Total</u>	<u>No! of Requests</u>	<u>Source</u>	<u>Cans of Film</u>
11	420	IAD Teletype	1,625
8	330	First Floor Request (Direct)	1,182
81	2985	Call to First Floor (intercom, plane, PHONE etc.)	11,967

The table below shows the various components that request film from the NPIC film library, the per cent of the overall total each component requests, and the per cent of the total cans charged out each component receives. (These figures are based on a six-month period.)

<u>Component</u>	<u>% of all Requests</u>	<u>% of Total Cans Charged Out</u>
CSD	5.0	0.2
DIA	12.0	11.0
IAD	17.0	20.0
PD	0.05	0.01
PAG	30.0	28.0
PSD	17.0	15.0
SPAD	5.0	4.0
TID	5.0	12.0
EXTERNAL	8.0	9.0

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Out of the 14,775 cans of film loaned out per month, approximately 80 per cent (11,820) are returned to the library via the third floor film library. The remaining 20 per cent is returned directly to the film library.

On KH-4 missions, NPIC initially receives six duplicate copies of the film (5 DP's and 1 DN). Three of the DP's are sent to PAG and two are sent to TID. The DN is sent to the NPIC Photo Lab where it will be used to make enlargements for the PI's and also for the briefing boards. (The procedure is the same as KH-7 missions except that we receive 4 DP's and 1 DN. The distribution is the same except that TID gets one copy instead of two.)

Prior to the actual receipt of the film at NPIC, PAG will determine from the Mission Correlation Data listings what film they will need for the OAK readout and will send a list down to the film library so that when the film does arrive the desired reels can be selected out immediately and sent to them. This selected film is part of the three copies that PAG normally receives. That portion of the three copies that is not used for the OAK is sent to the film library outpost in PAG and is joined by the selected film when the OAK readout is finished. These three copies of the mission remain in the outpost for the PI's to charge out while working on the MI, MS, and OB report. Once these reports are completed, the film is sent back to the film library on the first floor.

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The third floor film library clerk has an inventory system identical to that one in the main film library. However, the transactions that take place in the outpost are not reflected in the charge out or master control card files in the main library. Also, the number of requests and the number of cans of film borrowed from the three copies are not included in the monthly totals that are provided by the Library.

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General Information on Charge Out and Return of Film

The requester submits his request to the third floor Film Library Clerk or to the Library Assistant who authenticates the request and sends it to the Control Clerk. The Control Clerk pulls the Master Control Card (^{SAMPLE} ~~Page 4~~), prepares a charge out slip (^{SAMPLE 5} ~~Page 4~~) if necessary, and sends both to the first floor Film Library Clerk. (The message itself serves as a charge out slip on teletype request. See ^{SAMPLE 6} ~~Page 4~~.) The first floor Film Library Clerk pulls the film, completes the Master Control Card, fills out the charge out slip, and sends the film to the third floor Film Library Clerk or delivers it if the request originated on the first floor. The Master Control Card is sent back to the Control Clerk who prepares the film control cards ^(SEE SAMPLE 4). The Master Control Card is returned to the Film Control File and each of the Film Control Cards are placed in suspense files.

When the film is returned, it is sent to the First Floor Film Library Clerk who checks the film, returns it to file, and gives the Film Control Number to the Control Clerk. The Control Clerk pulls the Control Cards from the suspense files and completes the cycle by indicating on the Master Control Card that the film has been returned.

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First Floor Request

- I. The Customer submits request to Library Assistant.
- II. The Library Assistant checks the request for validity by checking it against various reference material. If the film does not exist, the requester is advised. If the film does exist, the mission and camera are checked against the Mission/Control Number Cross Reference File in order to learn the film control number of the requested can of film. Once the Library Assistant obtains the film control number, he writes it down and hands it to the Film Control Clerk.
- III. The Film Control Clerk pulls the master control card from the Master Control File. If the film is currently on loan, the requester is advised. (If the requester has a higher priority on the requested film, the requester may require that the Library Assistant call the person possessing the film and have him return the film to the library.) If the film is available, the Film Control Clerk sends the master control card and the control number of the requested film to the Film Library Clerk.
- IV. The Film Library Clerk locates and pulls the film and returns to the charge out counter. There he fills out the master control card with the following information: copy number, type of film, borrower's name, division, branch, and date of charge out. The Film Library Clerk then has the requester initial the master control card to certify that he has received the film. The requester is then given the film for which

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he has just signed. The paper containing the film control number is destroyed and the master control card is returned to the Film Control Clerk.

- V. The Film Control Clerk prepares two film control cards from the information contained on the master control card (film control number, mission number, type code, copy number, borrower's name, division, and date of charge out). The Film Control Clerk then returns the master control card to its original file. He then files one of the film control cards in a charge out file that is in name sequence and the other film control card in a charge out file that is in control number/^{DATE}sequence.

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Third Floor Request

- I. The requester submits his request (by Control Number) to the Third Floor Film Library Clerk *OR CALLS HIS REQUEST DOWN TO THE FILM LIBRARY.*
- II. ~~The Third Floor Film Library Clerk determines the validity of the Control Number by checking it against the Mission Number/Control Number Cross Reference Listing. If the Control Number is invalid, the requester is so advised and must resubmit his request. If the Control Number is valid,~~ *IF THE REQUEST IS SUBMITTED TO HIM,* the Third Floor Film Library Clerk calls the Control Number down to the first floor to the Film Control Clerk.
- III. The Film Control Clerk receives the Control Number ~~from the requester~~ and pulls the Master Control Card from the Film Library Control File. If the film is currently on loan and the requester has a high priority job to do, he may have the Film Library personnel recall the film so that he may use it. If the film is available, the Film Control Clerk sends the Master Control Card to the First Floor Film Library Clerk.
- IV. The First Floor Film Library Clerk locates and pulls the film. He then fills out the Master Control Card with the following information: copy number, type of film, borrower's name, division, branch, date of charge out, and reference number from charge out slip (in space provided for requester's initials). The First Floor Film Library Clerk then fills out the charge out slip (three copies) with the following information: requester's name and division, film control number, copy number, and type of film. He

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then sends the film and two copies of the charge out slip to the Third Floor Film Library. He then sends the Master Control Card and the third copy of the charge out slip to the Film Control Clerk.

- V. The Film Control Clerk files the Master Control Card in the Film Library Control File and then prepares two Film Control Cards. One of the Film Control Cards is placed in a charge out file that is in sequence by borrower's name. The other Film Control Card is placed in a charge out file that is in sequence by Control Number, ^{WITHIN DATE.} The third copy of the charge out slip is then destroyed.
- VI. When the film arrives on the third floor, the requester is notified by the Third Floor Film Library Clerk. When the requester arrives to pick up the film, he must first sign the original copy of the charge out slip to certify that he has received the film. The duplicate copy of the charge out slip is given to the requester. The original copy of the charge out slip is then returned to the first floor.
- VII. The Film Control Clerk receives the original charge out slip and files it for future reference.

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Teletype Request from IAD or PAG

- I. The requester submits (via teletype) his request to the Film Library giving the following information: division, reference number, name of requester, branch, extension, date, material desired, ^dany type of film.
- II. The Library Assistant receives the request and checks the validity of the Control Number by checking it against the Mission Number/Control Number Cross Reference Listing. If the Control Number is invalid, the requester is advised and must resubmit his request. If the Control Number is valid, the request is sent on to the Film Control Clerk.
- III. The Film Control Clerk receives the request containing the desired Control Number and then pulls the Master Control Card from the Film Library Control File. If the film is currently on loan and the requester has a high priority job to do, he may have the Film Library personnel recall the film so that he may use it. If the film is available the Film Control Clerk sends the Master Control Card and all three copies of the teletype message to the First Floor Film Library Clerk.
- IV. The First Floor Film Library Clerk locates and pulls the film. He then fills out the Master Control Card with the following information: copy number, type of film, borrower's name, division, branch, date of charge out, and reference number from teletype message (in space provided for requester's initials). He then sends the film and two copies of the

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teletype message to the Third Floor Film Library. He then sends the Master Control and the third copy of the teletype message to the Film Control Clerk.

- V. The Film Control Clerk files the Master Control Card in the Film Library Control File and then prepares two Film Control Cards. One of the Film Control Cards is placed in a charge out file that is in sequence by borrower's name. The other Film Control Card is placed in a charge out file that is in sequence by Control Number. ^{WITHIN DATE.} The third copy of the teletype message is then destroyed.
- VI. When the film arrives on the third floor the requester is notified by the Third Floor Film Library Clerk. When the requester arrives to pick up the film, he must first sign the original copy of the teletype message to certify that he has received the film. The duplicate copy of the teletype message is given to the requester. The original copy of the teletype message is then returned to the first floor.
- V. The Film Control Clerk receives the original copy of the teletype message and files it for future reference.

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Non-NPIC requests (DIA, AMS, CGS, and ACIC) are processed like any ordinary first floor request except that here in the D. C. area, the Master Control Cards are sent with the film. The borrower, when he receives the film, is to sign the Master Control Card and mail them back to NPIC. If the film is being sent outside of the D. C. area, a manifest is prepared and is signed when the film is received. The signed manifest, when returned to NPIC, serves as a charge out slip.

These non-NPIC requests are quite time consuming because each can of film must be wrapped and packed for shipment, the manifest must be prepared, and transportation must be arranged.

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First Floor Film Returns

- I. The requester returns the film to the Film Library where it is accepted by the Library Assistant. The Library Assistant checks the film to make sure that each reel is in the proper can. The Library Assistant then gives the film control number to the Film Control Clerk and the film to the Film Library Clerk.
- II. The Film Library Clerk returns the film to its proper storage place.
- III. The Film Control Clerk pulls the Film Control Card from the Control Number/^{DATE}Charge Out File and stamps the time and date (with date/time clock). This, if the requester desires, serves as a receipt for returned film. The Film Control Clerk then pulls the Film Control Card from the name charge out file, stamps the date and time with the date/time clock, and files the card away to be used later for statistical purposes. The Film Control Clerk then pulls the Master Control Card, manually enters the date and time returned, and then returns the master control card to the file.

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TOP SECRET**WORKING PAPER**Film Returned to the Third Floor

- I. The borrower returns the film to the Third Floor Film Vault where it is accepted by the Third Floor Film Library Clerk. If the borrower desires a receipt for returned film, he must furnish a receipt for the Third Floor Film Library Clerk to sign. (This receipt is usually the duplicate copy of the charge out slip that the borrower received when he originally obtained the film.) The Third Floor Film Library Clerk then sends the film down to the first floor film library.
- II. The First Floor Film Library Clerk receives the film from the third floor, checks the film to make sure that each reel is in the proper can, prepares a list of the control numbers of the returned film, and returns the film to its proper storage place.
- III. The Film Control Clerk receives the list of returned film, pulls and destroys the appropriate charge out cards from the name sequence charge out file, pulls the charge out card from the control number/^{DATE}charge out file, and pulls the Master Control Card from the Film Library Control File. He then records the date and time of return on both the Film Control Card and the Master Control Card, returns the Master Control Card to the Control File, and places the Film Control Card in the statistics file.

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Files, References, and Reports

A. Files

1. Film Control File for Master Control Cards

This is a tub type card file arranged in Control Number sequence located in the Film Library. The file contains one card for each Film Control Number assigned to film that is now or has ever been available in the NPIC Film Library. As of 1 October 1965 there were over 55,000 of these Control Cards in this file with approximately 2000 more being added each month. Each card is preprinted and has space allotted to record 11 transactions involving the film to which that Control Number was assigned. A card may be replaced only when all 11 transactions are complete. The old card, when replaced, is retained indefinitely. These cards do not contain any information as to the number of copies of film assigned to that Control Number because Film Library personnel are quite familiar with each type of mission and know how many copies they normally receive. The Library personnel when checking the Master Control Cards to see if certain film is available must remember the number of copies received and if the Master Control Cards do not account for all of them, they assume that all of the remaining copies are available for charge out.

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2. Control Number/Date Charge Out File

This is a tub type card file arranged in Control Number/date sequence located in the Film Library. This file contains one charge out card for each can of film currently out on loan^u from the Film Library. This file normally contains about 5000 cards. Film Library personnel inspect the file periodically and from the information contained on the cards attempt to recall that film not being used that has been charged out unduly long. When film is returned directly to the first floor, appropriate cards are removed from this file and placed^d in the statistics file.

3. Name Sequence Charge Out File

This is a tub type card file arranged in borrower's name sequence located in the Film Library. This file contains one card for each can of film that is currently on loan from the Library. This file normally contains about 5000 cards. This file is used by Film Library personnel to keep track of the amount of film each person has charged out. When the requester returns film to the first floor, this card is stamped with the date and time and now serves as a receipt for returned film. If the film is returned to the third floor, this card is removed and destroyed when the Master Control Card is updated.

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4. Statistics File

This is a tab type card file not in any particular sequence located in the Film Library. This file contains the charge out cards that were removed from the ~~CONTROL NUMBER~~ name sequence charge out file when the film was returned to the Library. When approximately 30,000 of these cards have been accumulated, they along with the accumulated use file are sent to Operations Branch, Information Processing Division for further processing. (See Accumulated Use File.)

5. Accumulated Use File

This is a card file arranged in Control Number sequence located in the Film Library. This file contains one card for each can of film that has been borrowed at least once. Each card in this file contains a Film Control Number and the total number of times that the film bearing that Control Number has been charged out since it was originally received at NPIC. The file is sent to OPB/IPD when approximately 30,000 cancelled charge out cards have been accumulated. When the cards are received, they are machine merged with the current Statistics File to provide usage-to-date totals. As each Film Control Number and its usage-to-date total is printed, it is also punched into a new card. When the printing job is complete, a new Accumulated Use File will

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have been punched out. These cards are sent back to the Film Library but are kept separate because they are used as input when another 30,000 cards have been accumulated and the update cycle starts anew. All of the other cards are stored indefinitely when they are returned to the Library. The printed listings provide the Library with film usage statistics.

B. References

1. Reference Material in PAG and IAD

The reference material normally found in PAG and IAD consist of NPIC published reports (OAK, MI, IPIR, MS, etc.), target briefs, mission coverage plots, and the photo mosaic sheets. The published reports, the MCP, and the target briefs contain mission, camera, and frame numbers but do not contain Film Control Numbers. The prospective requester must, in order to obtain the Film Control Number, consult the Mission Number/Control Number cross reference listing. The photomosaic sheets already contain the Film Control Numbers and therefore present no problems.

2. Reference Material in the Film Library

The Film Library reference material consists of master mission data sheets, mission film record sheets, all plots published by NPIC (including the photomosaic on 70 mm rolls), and a keyword index of published reports. The NPIC published plots (except

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the photomosaic) and the keyword index contain the mission and camera number but do not contain Film Control Numbers. The prospective requester must in order to obtain the Film Control Number consult the mission number/control number cross reference listings. The other reference material in the Film Library already contain Film Control Numbers.

C. Reports

1. Mission Film Input Report

This is a typewritten report prepared weekly for limited distribution within NPIC (Sample ⁷6). Film footage is determined by multiplying the length of each frame of photography by the number of frames received during the week.

2. Film Usage Report

This is a machine generated listing in Film Control Number sequence of all film that has been charged out at least once since its initial receipt at NPIC (Sample ⁸7). The listing shows not only the Film Control Numbers but also the number of times each can of film has been charged out. This listing is produced when approximately 30,000 cancelled charge out cards have been accumulated.

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